

# ***Creating a Poster in PowerPoint***

- 1) Open a new slide: the slide will become your poster.
- 2) Click on the *Design* tab. Click on *Page Setup*. Insert the width and height of your poster in inches. (Common sizes are 24"x 36" or 36"x48." The poster can be any size, but one of the dimensions must be less than 42 inches to print on the Library plotter).
- 3) Format the background of the poster and add text, clip art, photographs (high resolution for less distortion). Keep the format simple, and plain text works best. View the poster at 100% to see the actual size of text and other objects.
- 4) Save the presentation, and bring the digital file to the GIS Research and Map Collection on the second floor of Bracken Library.
- 5) Print your poster. (Charges are billed to your Bursar's account. Posters 24 inches and less cost \$8; 25" - 36 are \$12; 37"-72" are \$16; 73"-108" are \$20). Posters can be laminated for \$3 per foot and picked up the next day.